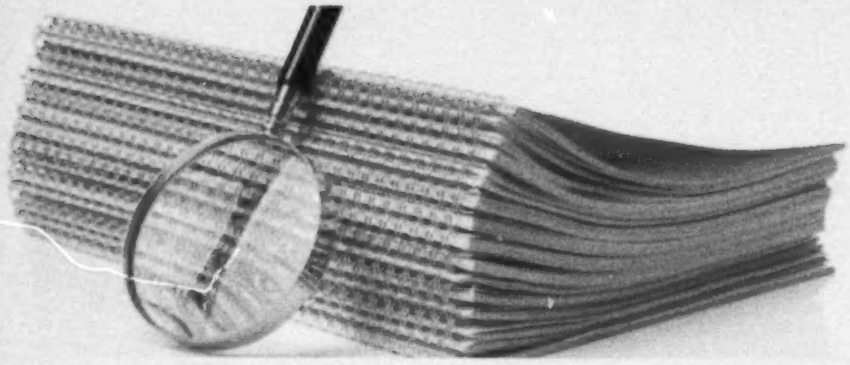
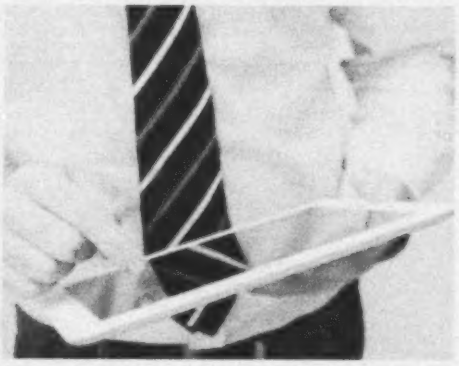
Economic Development Canada





REPORT ON THE ADMINISTRATION OF THE *ACCESS TO INFORMATION ACT*

2012-2013

Canada Economic Development for Quebec Regions
Développement économique Canada pour les régions du Québec

Canada

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INTRODUCTION

The *Access to Information Act* (the Act), promulgated on July 1, 1983, aims to broaden access to the records of the federal government. It enshrines the principle of the right of the public to be given information and endeavours to complement arrangements for access to records.

In deference to this legal principle, federal institutions are required to establish standardized practices and procedures for processing access to information requests. These practices and procedures must include an undertaking to make all reasonable efforts to assist applicants, regardless of who they may be. Institutions must also apply the Act in an effective, coordinated and proactive manner so as to provide full, accurate and timely responses to access to information requests, subject only to regulatory constraints.

Lastly, section 72 of the Act requires federal institutions to submit an annual administration report to Parliament.

This document reports on the activities carried out by the Economic Development Agency of Canada for the Regions of Quebec (the Agency), with respect to the application of the Act.

The *Access to Information Act* allows Canadians, permanent residents and anyone in Canada to exercise a general right of access to information held by federal institutions, subject to specific and limited exceptions.

MANDATE OF THE ECONOMIC DEVELOPMENT AGENCY OF CANADA FOR THE REGIONS OF QUEBEC

Mission: Under its incorporating act, which came into effect on October 5, 2005, the mission of the Agency is to promote the long-term economic development of the regions of Quebec, giving special attention to those where slow economic growth is prevalent or opportunities for productive employment are inadequate. As part of its mission, the Agency is committed to promoting cooperation and a complementary relationship with Quebec and its communities.

Vision: Quebec communities and SMEs participate to their full potential in the economy of tomorrow, building on their own assets.

By virtue of its mandate, the Agency is at the heart of the government's central economic and job-creation priorities. It is present in all regions of Quebec and works closely with local organizations. It supports communities and small and medium-size enterprises (SMEs) to enable them to join the economy of tomorrow and reach their full potential, building on their own assets. It supports SMEs in improving their capacity for performance, productivity and innovation. The Agency also offers temporary support to regions facing economic shocks, natural disasters or situations that may have unwanted effects on their development by helping them to diversify their economic base in the interests of long-term growth.

Delivery of these services, grounded in quality standards, is overseen by advisors in 12 business offices. To learn more about the Agency's mandate, programming and operations, consult its Web site: www.dec-ced.gc.ca.

ACCESS TO INFORMATION AND PRIVACY OFFICE

The Access to Information and Privacy Office (AIPO) is a division of the Agency's Corporate Secretariat, reporting directly to the Deputy Minister's Chief of Staff.

AIPO has a manager from the Corporate Secretariat, an access to information and privacy coordinator and a part-time access to information officer. The coordinator oversees compliance with legislation, regulations, procedures and broad government trends. Half of the officer's workload is devoted to processing requests for access to information.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Information and Privacy Commissioners and other federal departments and institutions.

AIPO's chief duties are:

- Processing access requests and coordinating all attendant administrative and legal operations
- Assisting applicants
- Developing opinions, general guidelines and procedures relating to application of the Act
- Reporting on the Agency's application of the Act
- Meeting the training needs of Agency employees

DELEGATION OF AUTHORITY

The Agency's enabling legislation identifies its head as being the Deputy Minister. In addition to managing the institution and overseeing management of Agency personnel, the Deputy Minister is responsible for application of the Access to Information Act.

During the current fiscal year, a new Deputy Minister was appointed. All delegated authorities were upheld when the new Deputy Minister signed the delegation schedule on December 6, 2012. A copy is appended.

Authority for application of the Act was delegated to the manager position in the Corporate Secretariat, while most administrative authority was delegated to the position of access to information and privacy coordinator.

This delegation emerged from the 2011-2012 comprehensive access plan. This plan continues to reflect government trends and adheres to the overall principles of access to information. The section on "Administrative Policies and Practices" in this report provides more detail to this effect.

INTERPRETING STATISTICAL REPORTS ON ACCESS TO INFORMATION REQUESTS

HIGHLIGHTS

AIPO recorded a 79% jump in the number of access to information requests in 2012-2013. The nature of these requests turned out to be more complex than in past years and required numerous discussions with applicants to clarify what information they were looking for. A number of requests targeted information on disclosure of contributions or falsified payments in the Public Accounts of Canada, memoranda to Cabinet, briefing notes containing Cabinet confidences and the Strategic and Operational Review.

In spite of the increase, AIPO managed to maintain a rate of 52% for requests processed in less than 30 days and even succeeded in raising the proportion of requests processed in less than 15 days from 3% to 29%.

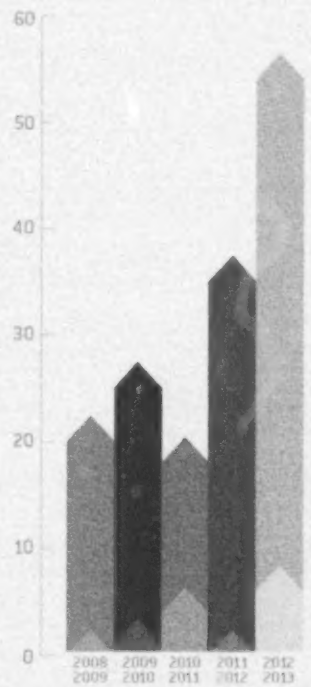
Naturally, consultations with third parties or other organizations still represent a challenge for AIPO, since they are the main reason for the delay in the response. This notwithstanding, AIPO has still managed to answer as much as 85% of requests within the deadlines stipulated by the Act.

Requests received and processed

The number of access requests received and processed has increased in the current fiscal year as compared to previous years. AIPO received a total of 48 requests during the year, compared to 35 in 2011-2012. In addition to the requests received in 2012-2013, eight were carried over from the year before, making this year's total the highest in the last 12 years (in 2001-2002, AIPO had received 49 requests).

In total, AIPO processed 52 requests in 2012-2013. This increase by 79% monopolized the resources available, as well as pushed back certain AIPO activities.

REQUESTS RECEIVED AND DEFERRED OVER THE PAST FIVE YEARS



2008-2009:
20 received + 2 deferred

2009-2010:
24 received + 3 deferred

2010-2011:
14 received + 6 deferred

2011-2012:
35 received + 2 deferred

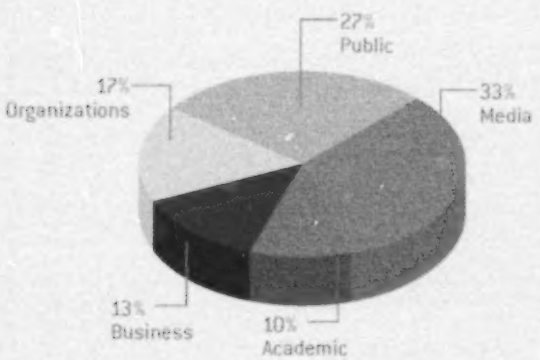
2012-2013:
48 reçues + 8 deferred

Source of requests

This year again, the media accounted for the lion's share of requester, followed closely by members of the public. There was also a rise in the number of requests from the academic and business sectors, whereas last year there had been none.

The following table shows the sources of requests.

SOURCE OF REQUESTS IN 2012-2013



Subjects of requests

The subjects of the received requests are as varied as their sources, but certain broad themes come up each year, and this for a number of years.

This year, 46 requests out of the total (88%) were for documents related to grants or contributions and also for background documents like briefing notes. The nature of these documents envolved the need of consultations, entailing more processing time. The other six processed requests (12%) were for documents pertaining to the Agency's internal practices: service contracts and administration of expenditures.

Disposition and processing times

The Act stipulates that access requests must normally be answered within 30 calendar days. Of those processed in 2012-2013, 27 requests (52%) were answered in less than 30 days, and of these, 15 requests (29%) were answered in less than 15 days.

It is also important to note that the Act provides for extended deadlines for certain requests where consultations with third parties or other organizations are needed. Given the nature of the documents sought from the Agency in 2012-2013, several requests required such consultations. AIPO, therefore, had to extend the deadlines to be able to discharge its obligations under the Act. Thus, taking into account the number of requests where deadlines were extended to accommodate consultations, a total of 44 responses (85%) were delivered within the timeframe specified in the Act. This is the same rate as in the previous year.

In 2012-2013, two new phenomena were noted.

1) An increase in the number of times the disposition "No Record Exists" was invoked. For eight requests (15%), AIPO was unable to find a record matching the search criteria. This phenomenon partly accounts for the improvement in responses within 15 days.

2) An increase in the number of requests abandoned. For six requests (12%), the applicants gave up their search while it was being processed. The reasons for these withdrawals have proved to be very varied and do not allow any specific explanation for this increase. However in carrying out its mandate, AIPO has been careful to assist applicants in exercising their right.

NUMBER OF PROCESSING DAYS AND DISPOSITIONS INVOKED

	NUMBER OF DAYS						
	1 to 15	16 to 30	31 to 60	61 to 120	121 to 180	181 to 365	More than 365
All disclosed	5	2	5				
Disclosed in part	1	7	7	5	1	3	
All excluded						2	
No records exists	6	2					
Request abandoned	3	1	1			1	
TOTAL	**15**	**12**	**13**	**5**	**1**	**6**	**0**

Exceptions and exclusions invoked

Of the 52 requests processes, 6 were abandoned and in 8 cases no documents were communicated. Of the remaining 38 requests, the AIPO made full disclosure, without applying any protection, for 12 requests (32%) and invoked exemptions and exclusions for 26 other cases (68%).

As can be seen, the Agency, by virtue of its economic development activities, holds many records containing business, technical and financial information relating to third parties.

The following table shows the exemptions and exclusions invoked in 2012-2013. More than one section may be invoked for a given request.

SECTIONS INVOKED	FREQUENCY
Investigations	
16(1)a)(i)	4
Personal information	
19 (1)	9
Third party information	
20(1)b)	11
20(1)d)	2
Advice and recommendations to government	
21(1)a)	6
21(1)b)	3
21(1)c)	2
21(1)d)	1
Tests and audits	
22	1
Solicitor-client privilege	
23	4
Refusal of access where information to be published	
26	3
Confidential documents	
69(1)a)	1
69(1)e)	3
69(1)g) re a)	1
69(1)g) re e)	1

Communication of disclosed documents

In 2012-2013, a total of 36 requests (69%) resulted in partial or full disclosure. Of this number, 34 responses (94%) were released on paper and two others in electronic format.

Communication in electronic format (sent on CD) is preferred, especially in the case of voluminous records. This option was used less often in the current year, precisely because the records disclosed were less voluminous.

This year again, as has been the case for many years, no records werre consulted in the Agency's reading room.

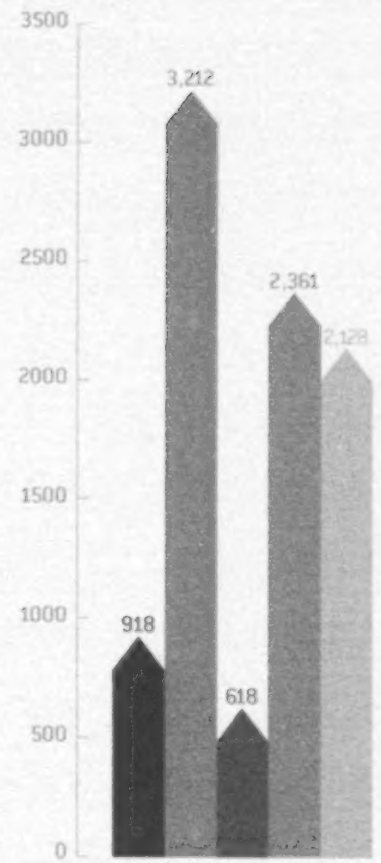
Pages reviewed and disclosed

With the introduction in 2011-2012 by the Treasury Board Secretariat of a new detailed statistical report, it is now possible to report the number of reviewed pages and compare it with the number of disclosed pages.

The amount of pages may vary considerably from year to year, depending on the subjects of interest and the quantity of relevant records held by the Agency. Over the past two years, however, AIPO has noticed a consistency in the number of reviewed and disclosed pages. In 2012-2013, the number of pages reviewed (3,949) was similar to the number for the previous year (4,175). The number of disclosed pages has also remained fairly constant: 2,128 pages during the current year and 2,361 in 2011-2012.

Though the majority of requests processed in 2012-2013 contained fewer than 100 pages, by comparison with the previous year, where the number of pages per request was higher, processing proved to be more complex because of their nature.

VARIANCE IN NUMBER OF PAGES PER YEAR



2008-2009: 918
2009-2010: 3,212
2010-2011: 618
2011-2012: 2,361
2012-2013: 2,128

Third party consultations and extensions

In order to meet the demands of the Act, third party consultations led to extensions in 31 out of 52 requests (60%), as compared with 20 requests (70%) last year. In each case, applicants were advised of the extension in accordance with the Act.

Of all these third party consultations, two were answered after expiry of the prescribed deadline, leading to delays in processing.

This was the case, for instance, where the third party, after consultation, objected to the Agency's decision to disclose and, therefore, filed suit in Federal Court, only to drop the action 186 days later, causing a processing delay of 343 days.

Privy Council Office consultations and extensions

Through representations made by the Agency's Legal Services, AIPO had to consult the Office of the Queen's Privy Council for Canada five times to confirm applicability of section 69, which provides for exclusion of confidences of the Privy Council. Of these five requests, four were answered after the extension has expired.

Because of the imposed procedures obliging us to go through Legal Services in seeking consultation and because of the delay in processing, these consultations are still problematic in terms of response time.

Consultation requests from other federal institutions

In the current year, AIPO has processed a total of 17 requests from other federal institutions or bodies. These requests account for a total of 178 pages for processing.

Of these 17 consultations, a recommendation for full disclosure was made for 13 requests (76%) and for partial disclosure for two (12%). The two remaining requests (12%) yielded no recommendation, since the records didn't concern the Agency. All of these requests were processed within 15 days.

Fees and exemptions

AIPO complies with the guidelines of the Treasury Board Secretariat with regard to imposition and waiving of access fees. For example, it waives reproduction fees of less than $25. Above that amount, it decides whether full fees should be charged or not on the basis of perceived public interest.

In 2012-2013, fees of $180 were collected for submission of requests. A few other requests had submission fees waived. In most cases, AIPO sought to split requests that referred simultaneously to multiple awards of contributions by the Agency. This practice has had the effect of getting responses to applicants faster, since consultations are conducted individually with the third party who received the contribution in question.

Costs

The cost of administering the Act in 2012-2013 amounted to $156,117. This includes $133,987 in payroll and $11,478 for travel, software licensing, supplies and translation. Exceptionally, professional fees of $10,652 were paid this year because consultants were hired to accelerate the process of a voluminous access to information request.

TRAINING

In fiscal year 2011-2012, we were able to develop and deliver a series of mandatory training sessions entitled *Access to Information and Privacy Protection*. This major initiative was conducted by the AIPO team and led to instruct 316 Agency employees on issues of access to information and protection of personal data.

There were plans for AIPO to continue offering these sessions in 2012-2013 on an as-needed basis to train new employees or those who had not yet attended, but because of operational requirements associated with access requests, this training endeavour was put on hold. However, AIPO has contributed to learning retention by publishing practical information capsules for all employees.

This initiative was complemented by four one-time training sessions. In all, four employees took this training.

ADMINISTRATIVE POLICIES AND PRACTICES

PROCEDURE

For the past three years, AIPO has had an *Access to Information and Personal Information Procedure*, submitted to and approved by the Agency's top management. Purely administrative amendments were made in 2012-2013 following appointment of a new Deputy Minister.

The procedure meets the demands of the *Directive on the Administration of the Access to Information Act*, as updated in January 2012. The purpose of this directive is to facilitate compliance with legislative and regulatory strictures, spell out the roles and responsibilities of all those involved in processing access requests and provide an efficient model of practices and processes for handling access requests.

In addition to presenting the roles and responsibilities of the various individuals involved, this procedure presents the process for handling requests, intended to illustrate the various processing and approval stages in effect at the Agency, based on the steps indicated in the following diagram.

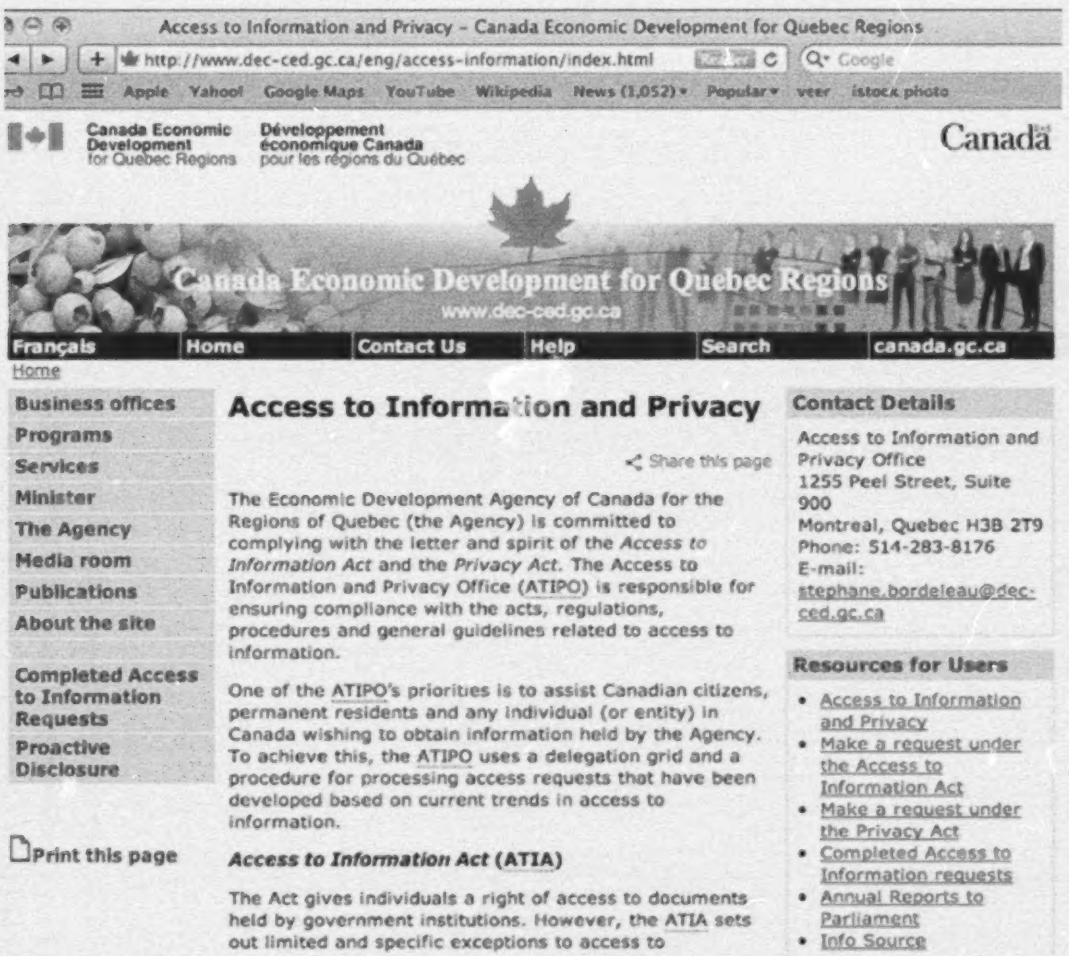
PROCESSING FLOW

RECEIPT	PROCESSING	COMMUNICATION
As part of a well defined process, AIPO is responsible for receiving and processing requests submitted under the Act and provides leadership in this regard. AIPO then forwards the requests to the office of primary interest, which is then responsible for forwarding the requested documents and providing AIPO with expert advice.	Once the document extraction process has been completed, AIPO analyses the documents on the basis of the Act, consults the office of primary interest, the departments concerned and third parties, if necessary. It then informs the branches and sectors concerned of the recommended dispositions, which are then submitted to the Manager, Corporate Secretariat, for approval.	A 48-hour notice included in AIPO's decision is sent simultaneously to the managers involved. The documents are then prepared for release and sent to the applicants.

INFORMATION AVAILABLE ON THE AGENCY'S WEB SITE

One section of the Agency's site has information about its role in applying the Act. There, one can find details on the access requests processed by AIPO and for which records have been released. In accordance with the *Directive on the Administration of the Access to Information Act*, the Agency has been publishing a monthly summary of completed access to information requests since May 2011. This includes the request's identification, summary, disposition, as well as the number of pages released.

This publication also contains practical supplementary information to help citizens who want to file an access request. This section is intended as a gateway to AIPO's services and undertaking.


Access to Information and Privacy - Canada Economic Development for Quebec Regions
http://www.dec-ced.gc.ca/eng/access-information/index.html
Google
Apple Yahoo! Google Maps YouTube Wikipedia News (1,052) Popular veer istock photo
Canada Economic Development for Quebec Regions
Développement économique Canada pour les régions du Québec
Canada
Canada Economic Development for Quebec Regions
www.dec-ced.gc.ca
Français Home Contact Us Help Search canada.gc.ca
Home
Business offices
Programs
Services
Minister
The Agency
Media room
Publications
About the site
Completed Access to Information Requests
Proactive Disclosure
Print this page
Access to Information and Privacy
Share this page
The Economic Development Agency of Canada for the Regions of Quebec (the Agency) is committed to complying with the letter and spirit of the Access to Information Act and the Privacy Act. The Access to Information and Privacy Office (ATIPO) is responsible for ensuring compliance with the acts, regulations, procedures and general guidelines related to access to information.
One of the ATIPO's priorities is to assist Canadian citizens, permanent residents and any individual (or entity) in Canada wishing to obtain information held by the Agency. To achieve this, the ATIPO uses a delegation grid and a procedure for processing access requests that have been developed based on current trends in access to information.
Access to Information Act (ATIA)
The Act gives individuals a right of access to documents held by government institutions. However, the ATIA sets out limited and specific exceptions to access to
Contact Details
Access to Information and Privacy Office
1255 Peel Street, Suite 900
Montreal, Quebec H3B 2T9
Phone: 514-283-8176
E-mail: stephane.bordeleau@dec-ced.gc.ca
Resources for Users
Access to Information and Privacy
Make a request under the Access to Information Act
Make a request under the Privacy Act
Completed Access to Information requests
Annual Reports to Parliament
Info Source

PROACTIVE DISCLOSURE

The Agency strives constantly to strengthen public sector management by promoting transparency within its own organization. One of the first measures implemented was mandatory proactive disclosure of information on finance and human resources.

Since 2005, the public has been able to access the Agency's Web site to obtain quarterly information on travel and hospitality costs, contracts, reclassification of positions and grants and contributions to SMEs and NPOs.

Work is ongoing to make it easier to extract data on grants and contributions awarded by the Agency, offering a spreadsheet to make it easier to sort the information. This AIPO initiative is intended to guide applicants and foster a willingness to be transparent.

INFORMAL REQUESTS

Informal requests chiefly target public information on disclosed contributions, most often in the form of lists giving the criteria for specific searches.

In accordance with the Directive on the *Administration of the Access to Information Act*, and to the extent possible, the Agency strives to process these requests informally. These entail no fees, nor any right to complain to the Information Commissioner.

In 2012-2013, this informal processing enabled the Agency to respond to seven requests for public information on disclosed contributions.

The Agency intends to make its Internet grants and contributions disclosure lists more user-friendly. Applicants will then be able to browse the Web site's Proactive Disclosure section for lists normally accessed through informal requests.

As with informal requests, AIPO tracks follow-up requests for access to information already processed. In 2012-2013, only one such request was received.

In all, AIPO processed eight informal requests. This number represents a drop from 2011-2012, when 17 such requests were processed.

COMPLAINTS AND INVESTIGATIONS

AIPO received a total of two complaints during the current fiscal year.

The first complaint, for denial of access, was received in June 2012. However, the complainant himself withdrew it a few months later.

A second complaint, likewise for denial of access, was received in July. As requested, AIPO sent the records and the required supporting documentation to the Office of the Information Commissioner. The main point in question was interpretation of section 20(1) regarding documents showing contribution amounts claimed by Agency clients and paid out. As this report was published, AIPO was waiting for the Commissioner's findings.

INFO SOURCE

The Treasury Board Secretariat requires an updated account of all the Agency's information holdings so that they can be included in *Info Source*. This publication has been located on the Secretariat's Web site for several years.

This year, AIPO, together with certain other federal bodies, took part in a Secretariat initiative aimed at publishing Info Source directly on their own sites. This initiative will make it easier to access information of higher quality that is regularly updated. This made it possible to revise and update the information holdings before they were published on line: http://www.dec-ced.gc.ca/fra/publications/agence/info-source.html

READING ROOM

In order to encourage the general public to avail themselves of the existing mechanisms for obtaining information and to comply with the requirements of the Act, the Agency may designate a room in its Montreal offices to be used as a reading room for members of the public wishing to consult records under an access to information request. Similar arrangements may be made in the Agency's regional offices to better serve the public in regions.

ACTIONS PLANNED FOR 2013-2014

AIPO will work towards responding to all requests for access to information in accordance with both the spirit and the letter of the Act.

Furthermore, it intends to consolidate its workforce in order to continue improving its business practices and conform to directives, regulations and broad trends in access to information.

Business practices will be improved in 2013-2014 in particular through training activities:

- One-time training for AIPO staff on applying certain exceptions
- Continuation of the awareness sessions for all employees
- Distribution of information capsules to all employees

ANNEXE A

STATISTICAL REPORT ON THE *ACCESS TO INFORMATION ACT*

PART 1 – Requests under the *Access to Information Act*

1.1 NUMBER OF REQUESTS

	NUMBER OF REQUESTS
Received during reporting period	48
Outstanding from previous reporting period	8
Total	**56**
Closed during reporting period	52
Carried over to next reporting period	4

1.2 SOURCES OF REQUESTS

SOURCE	NUMBER OF REQUESTS
Media	16
Academia	5
Business (Private Sector)	6
Organization	8
Public	13
Total	**48**

PART 2 – Requests closed during the reporting period

2.1 DISPOSITION AND COMPLETION TIME

	COMPLETION TIME							
DISPOSITION OF REQUESTS	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	5	2	5	0	0	0	0	12
Disclosed in part	1	7	7	5	1	3	0	24
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	2	0	2
No records exist	6	2	0	0	0	0	0	8
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	3	1	1	0	0	1	0	6
Treated informally	0	0	0	0	0	0	0	0
Total	**15**	**12**	**13**	**5**	**1**	**6**	**0**	**52**

2.2 EXEMPTIONS

SECTION	NUMBER OF REQUESTS	SECTION	NUMBER OF REQUESTS	SECTION	NUMBER OF REQUESTS	SECTION	NUMBER OF REQUESTS
13(1)a)	0	16(2)a)	0	18a)	0	20.1	0
13(1)b)	0	16(2)b)	0	18b)	0	20.2	0
13(1)c)	0	16(2)c)	0	18c)	0	20.4	0
13(1)d)	0	16(3)	0	18d)	0	21(1)a)	6
13(1)e)	0	16.1(1)a)	0	18.1(1)a)	0	21(1)b)	3
14a)	0	16.1(1)b)	0	18.1(1)b)	0	21(1)c)	2
14b)	0	16.1(1)c)	0	18.1(1)c)	0	21(1)d)	1
15(1) – A.I.*	0	16.1(1)d)	0	18.1(1)d)	0	22	1
15(1) – Déf.*	0	16.2(1)	0	19(1)	9	22.1(1)	0
15(1) – A.S.*	0	16.3	0	20(1)a)	0	23	4
16(1)a)(i)	4	16.4(1)a)	0	20(1)b)	11	24(1)	0
16(1)a)(ii)	0	16.4(1)b)	0	20(1)b.1)	0	26	3
16(1)a)(iii)	0	16.5	0	20(1)c)	0		
16(1)b)	0	17	0	20(1)d)	2		
16(1)c)	0						
16(1)d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 EXCLUSIONS

SECTION	NUMBER OF REQUESTS	SECTION	NUMBER OF REQUESTS	SECTION	NUMBER OF REQUESTS	SECTION	NUMBER OF REQUESTS
68a)	0	68.2b)	0	69(1)e)	3	69(1)g) re d)	0
68b)	0	69(1)a)	1	69(1)f)	0	69(1)g) re e)	1
68c)	0	69(1)b)	0	69(1)g) re a)	1	69(1)g) re f)	0
68.1	0	69(1)c)	0	69(1)g) re b)	0	69.1(1)	0
68.2a)	0	69(1)d)	0	69(1)g) re c)	0		

2.4 FORMAT OF INFORMATION RELEASED

DISPOSITION	PAPER	ELECTRONIC	OTHER FORMATS
All disclosed	12	0	0
Disclosed in part	22	2	0
Total	**34**	**2**	**0**

2.5 COMPLEXITY

2.5.1 RELEVANT PAGES PROCESSED AND DISCLOSED

DISPOSITION OF REQUESTS	NUMBER OF PAGES PROCESSED	NUMBER OF PAGES DISCLOSED	NUMBER OF REQUESTS
All disclosed	373	373	12
Disclosed in part	3,487	1,702	24
All exempted	0	0	0
All excluded	12	0	2
Request abandoned	77	0	6

2.5.2 RELEVANT PAGES PROCESSED AND DISCLOSED BY SIZE OF REQUESTS

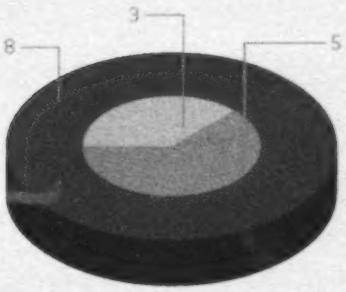
	LESS THAN 100 PAGES PROCESSED		101 TO 500 PAGES PROCESSED		501 TO 1000 PAGES PROCESSED		1001 TO 5000 PAGES PROCESSED		MORE THAN 5000 PAGES PROCESSED	
DISPOSITION	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	11	228	1	145	0	0	0	0	0	0
Disclosed in part	18	281	3	968	3	453	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Abandoned	6	0	0	0	0	0	0	0	0	0
Total	**37**	**509**	**4**	**1,113**	**3**	**453**	**0**	**0**	**0**	**0**

2.5.3 OTHER COMPLEXITIES

DISPOSITION	CONSULTATION REQUIRED	ASSESSMENT OF FEES	LEGAL ADVICE SOUGHT	OTHER	TOTAL
All disclosed	5	0	2	3	**10**
Disclosed in part	18	0	12	6	**36**
All exempted	0	0	0	0	**0**
All excluded	2	0	0	1	**3**
Abandoned	2	0	1	3	**6**
Total	**27**	**0**	**15**	**13**	**55**

2.6 DEEMED REFUSALS

2.6.1 REASONS FOR NOT MEETING STATUTORY DEADLINE



Number of requests closed past the statutory deadline: 8

PRINCIPAL REASON

External consultation: 5
Internal consultation: 3
Other: 0
Workload: 0

2.6.2 NUMBER OF DAYS PAST DEADLINE

NUMBER OF DAYS PAST DEADLINE	NUMBER OF REQUESTS PAST DEADLINE WHERE NO EXTENSION WAS TAKEN	NUMBER OF REQUESTS PAST DEADLINE WHERE AN EXTENSION WAS TAKEN	TOTAL
1 to 15 days	0	0	0
16 to 30 days	0	2	2
31 to 60 days	0	2	2
61 to 120 days	0	3	3
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	**0**	**8**	**8**

2.7 REQUESTS FOR TRANSLATION

TRANSLATION REQUESTS	ACCEPTED	REFUSED	TOTAL
English to French	0	0	0
French to English	0	0	0
Total	**0**	**0**	**0**

3.1 REASONS FOR EXTENSIONS AND DISPOSITION OF REQUESTS

DISPOSITION OF REQUESTS WHERE AN EXTENSION WAS TAKEN	9(1)(A) INTERFERENCE WITH OPERATIONS	9(1)(B) CONSULTATION		9(1)(C) THIRD PARTY NOTICE
		SECTION 69	OTHER	
All disclosed	0	0	1	5
Disclosed in part	0	2	9	11
All exempted	0	0	0	0
All excluded	0	2	0	0
No records exist	0	0	0	0
Request abandoned	0	1	1	2
Total	**0**	**5**	**11**	**18**

3.2 LENGTH OF EXTENSIONS

LENGTH OF EXTENSIONS	9(1)(A) INTERFERENCE WITH OPERATIONS	9(1)(B) CONSULTATION		9(1)(C) THIRD PARTY NOTICE
		SECTION 69	OTHER	
30 days or less	0	0	9	11
31 to 60 days	0	0	2	7
61 to 120 days	0	0	0	0
121 to 180 days	0	5	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	**0**	**5**	**11**	**18**

PART 4 – Fees

FEE TYPE	FEE COLLECTED		FEE WAIVED OR REFUNDED	
	NUMBER OF REQUESTS	AMOUNT	NUMBER OF REQUESTS	AMOUNT
Application	36	$180	12	$60
Search	0	0	0	0
Production	0	0	0	0
Programming	0	0	0	0
Preparation	0	0	0	0
Alternative format	0	0	0	0
Reproduction	0	0	0	0
Total	**36**	**$180**	**12**	**$60**

PART 5 – Consultations received from other institutions and organizations

5.1 CONSULTATIONS RECEIVED FROM OTHER GOVERNMENT INSTITUTIONS AND ORGANIZATIONS

CONSULTATIONS	OTHER GOVERNMENT INSTITUTIONS	NUMBER OF PAGES TO REVIEW	OTHER ORGANIZATIONS	NUMBER OF PAGES TO REVIEW
Received during reporting period	15	138	1	26
Outstanding from the previous reporting period	2	19	0	0
Total	**17**	**157**	**1**	**26**
Closed during the reporting period	16	152	1	26
Pending at the end of the reporting period	1	5	0	0

5.2 RECOMMENDATIONS AND COMPLETION TIME FOR CONSULTATIONS RECEIVED FROM OTHER GOVERNMENT INSTITUTIONS

	NUMBER OF DAYS REQUIRED TO COMPLETE CONSULTATION REQUESTS							
RECOMMENDATION	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	12	0	0	0	0	0	0	12
Disclose in part	2	0	0	0	0	0	0	2
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	2	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0
Total	**14**	**2**	**0**	**0**	**0**	**0**	**0**	**16**

5.3 RECOMMENDATIONS AND COMPLETION TIME FOR CONSULTATIONS RECEIVED FROM OTHER ORGANIZATIONS

	NUMBER OF DAYS REQUIRED TO COMPLETE CONSULTATION REQUESTS							
RECOMMENDATION	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**1**

PART 6 – Completion time of consultations on Cabinet confidences

NUMBER OF DAYS	NUMBER OF RESPONSES RECEIVED	NUMBER OF RESPONSES RECEIVED PAST DEADLINE
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	5	4
181 to 365	0	0
More than 365	0	0
Total	**5**	**4**

PART 7 – Resources related to the *Access to Information Act*

7.1 COSTS

EXPENDITURES		AMOUNT
Salaries		$133,987
Overtime		$0
Goods and Services		$22,130
• Professional services contracts	$10,652	
• Other	$11,478	
Total		**$156,117**

7.2 HUMAN RESOURCES

RESOURCES	DEDICATED FULL-TIME TO ATI ACTIVITIES	DEDICATED PART-TIME TO ATI ACTIVITIES	TOTAL
Full-time employees	0.95	0.75	1.70
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.06	0.00	0.06
Students	0.00	0.00	0.00
Total	**1.01**	**0.75**	**1.76**

ANNEXE B

ADDITIONAL REPORTING REQUIREMENTS

PREVIOUSLY RELEASED ATI PACKAGE RELEASED INFORMALLY

INSTITUTION	NUMBER OF INFORMAL RELEASES OF PREVIOUSLY RELEASED ATI PACKAGES
Canada Economic Development	1

ANNEXE C

DELEGATION SCHEDULE

DELEGATION SCHEDULE
ACCESS TO INFORMATION ACT

Section	Description	Proposed delegation	
		Manager, General Secretariat	Co-ordinator
7(*a*)	Notice when access requested	✓	✓
7(*b*)	Giving access to record	✓	✓
8(1)	Transfer of request to another institution	✓	✓
9	Extension of time limits	✓	✓
11(2), (3), (4), (5), (6)	Additional fees	✓	✓
12(2)(*b*)	Language of access	✓	✓
12(3)(*b*)	Access in alternative format	✓	✓
13	Exemption – Information obtained in confidence	✓	
14	Exemption – Federal-provincial affairs	✓	
15	Exemption – International affairs and defence	✓	
16	Exemption – Law enforcement and investigations	✓	
16.5	Exemption – *Public Servants Disclosure Protection Act*	✓	
17	Exemption – Safety of individuals	✓	
18	Exemption – Economic interests of Canada	✓	
18.1	Exemption – Economic interests of government institutions	✓	
19	Exemption – Personal information	✓	
20	Exemption – Third party information	✓	
21	Exemption – Operations of government	✓	
22	Exemption – Testing procedures, tests and audits	✓	

Section	Description	Proposed delegation	
		Manager, General Secretariat	Co-ordinator
22.1	Exemption – Audit working papers and draft audit reports	✓	
23	Exemption – Solicitor-client privilege	✓	
24	Exemption – Statutory prohibitions	✓	
25	Severability	✓	✓
26	Exemption – Information to be published	✓	
27(1), (4)	Third-party notification	✓	✓
28(1)(*b*), (2), (4)	Third-party notification	✓	✓
29(1)	Where the Information Commissioner recommends disclosure	✓	✓
33	Advising Information Commissioner of third-party involvement	✓	✓
35(2)(*b*)	Right to make representations	✓	
37(4)	Access to be given to complainant	✓	✓
43(1)	Notice to third party (application to Federal Court for review)	✓	✓
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓
52(2), (3)	Special rules for hearings	✓	
71(1)	Facilities for inspection of manuals	✓	✓
72	Annual report to Parliament	✓	✓

I approve the delegation schedule.

Guy McKenzie, Deputy Minister/President

06 DEC. 2012

Date